



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## John Burke Correctional Facility

Beginning July 06, 2021, the Wisconsin Department of Corrections (DOC) has made the decision to resume in-person visitation at DOC Facilities.

Due to social distancing and other preventative measures related to COVID-19, capacity in visitation area has been decreased, but John Burke Correctional Center (JBCC) will attempt, when possible, to honor up to two face-to-face visiting periods each week for each person in our care (PIOC). Initial demand for in-person visits is expected to be high. To make it fair for everyone, each visit will be limited and must be scheduled in advance.

### Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC's approved visit list.

**Proposed visitors can begin scheduling visits by emailing the addresses below beginning Wednesday, June 16, 2021:**

**[DOCWCCSJBCCZoomVisits@Wisconsin.gov](mailto:DOCWCCSJBCCZoomVisits@Wisconsin.gov)**

2. Visits will be scheduled for one period on weekdays and two periods on weekends and holidays. These are two and half hours blocks.
3. Visiting schedule is as follows:

Tuesday and Thursday: 6:30 p.m. – 9:00 p.m.

Saturday and Sunday: 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:30 p.m.

Holidays: 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:30 p.m.

***IF A HOLIDAY FALLS ON A TUESDAY OR THURSDAY THERE WILL BE NO EVENING VISITS ON THAT DAY.***

Visitors are encouraged to schedule in-person visits by email. Once your visit has been scheduled, you will receive a confirmation by email indicating the date and time. Those without internet access can call the center's main line and request ext. 3022. When requesting by telephone visitors please leave contact information to allow staff one business day to verify the date and time of the visit.

Whether calling or emailing, visitors are asked to specify whether they're requesting a video visitor or an in-person visit.

In addition to the new scheduling process for visitors, there are several updated visitation guidelines designed to protect persons in our care, visitors, and Doc Staff. Those include:

**Specific guidelines for in person visits include:**

- **A COVID-19 screening (temperature and symptoms check) by security staff.**
- **Up to three approved visitors will be allowed for a specific visit with a PIOC (all visitors are scheduled on the same email)**
- **Brief hugs are allowed at the beginning and end of a visit; KISSES ARE NOT ALLOWED!**
- **Hand holding and sitting on laps is not allowed.**
- **Appointing Authorities have discretion to address how young children and infants can interact with PIOC.**
- **All visitors age two or above shall wear a mask for the duration of the visit (except when eating or drinking).**
- **All PIOC shall be required to wear a mask for the duration of the visit (except when eating or drinking).**
- **Food and/or drinks are allowed, but cannot be shared amongst visitors and PIOC.**
- **All chairs and tables will be sanitized between visits.**
- **The children's area and outside visits will not be accessible at this time.**
- **Center games in the visiting area will not be utilized at this time due to the difficulty of sanitizing them in between visits.**
- **In addition to these guidelines the General Visiting Rules will be enforced. You can find those rules and more information about visitation on our Visiting Information Page.**

**Reminder that if the center has an outbreak of COVID-19; in-person visits may be temporarily suspended.**

Thank you for your cooperation during this time. JBCC is committed to keeping PIOC, Staff, and the Public safe during the current pandemic. Your cooperation with these guidelines will assist us with keeping this commitment. Stay safe!!!